

### Minutes of the meeting of IQAC

An IQAC meeting was held with Criterion I conveners (Dr. Surbhi Madan and Dr. Jayita Thakur) on November 2, 2020 at 4:00 PM on the virtual platform Microsoft Teams. The IQAC convener, Dr. Rashmi Wardhan along with the core committee members gave the following suggestions which are as follows:

- It was suggested that following should be uploaded on website under the NAAC column:
  - Initiatives taken by the new IQAC: feedback forms, alumni, employee forms, centre for inclusiveness, a short para regarding this.
  - NAAC certificate.
- All points of criterion I were read out by Dr. Surbhi Madan for feedback from the members present.
- In 1.1.3, it was suggested to write the names of all the teachers involved in setting of question papers.
- In 1.2.3, some college students names were missing as pointed by Dr. Preeti Tiwari. So, it was suggested to collect the desired information from Mr. Afroz (office). For calculation of percentage in the excel template, it was unanimously decided to consider our students only.
- In 1.3.3, it was advised to ensure that the data should match with 1.3.2 *i.e.*, 5 yrs experiential learning data provided by Department of Environmental Studies). But 1.3.3, will comprise of extra data too such as under Star College Scheme.
- In 1.4.1, analysis of feedback is under process.
- It was recommended that for teacher's feedback data (5yrs), staff council minutes of the meeting can be incorporated if possible.
- Criterion I members were asked to coordinate with Ms. Suman Kharbanda to upload the data/documents/links on the website.

The following members attended the meeting:

Dr. Rashmi Wardhan (IQAC Convener)

*Rwardhan*

Ms. Preeti Sharma

*PSharma*

Ms. Suman Kharbanda

Dr. Gitarani

*Gitarani*

Dr. Aparna Jain

*Aparna Jain*

Dr. Surbhi Madan

Dr. Jayita Thakur

*Jayita Thakur*

Dr. Aeshna Nigam

*Aeshna Nigam*

Dr. Ankita Dua

*Ankita Dua*

Dr. Shilpa Jain

*Shilpa Jain*

Dr. Usha Yadav

*Usha Yadav*